

## Calendar of Reports

Report Title	Report Due Date	Report Submitted To	Report Purpose and Internet site
<b>Within 10 Days of Contract Award</b>			
Contract Award Report STD.16	Within 10 days of contract award	Fair Housing & Development	Statistical reporting on contract activity <a href="http://www.osp.dgs.ca.gov">www.osp.dgs.ca.gov</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section B, Topic 3
<b>Within 20 Days of Contract Award</b>			
Report of Independent Contractors DE 542	Within 20 days of either making payment totaling \$600 or more OR Entering into a contract for \$600 or more with an independent contractor in any calendar year, whichever is earlier.	Employment Development Department	Information provided allows for EDD to increase child support collection by assisting in locating parents who are delinquent in child support obligations <a href="http://www.edd.ca.gov">www.edd.ca.gov</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section B, Topic 4.
<b>Monthly Reporting</b>			
Purchasing Authority Transaction Reporting	10 <sup>th</sup> day of the month following the reporting period	DGS/PD Data Capture Unit	For collection of DGS administrative fee and purchasing authority compliance <a href="http://www.pd.dgs.ca.gov">www.pd.dgs.ca.gov</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section A, Topic 1
<b>Quarterly Reporting</b>			
Non-Competitively Bid Contract Quarterly Report	1 <sup>st</sup> Qtr. – October 10 <sup>th</sup> 2 <sup>nd</sup> Qtr. – January 10 <sup>th</sup> 3 <sup>rd</sup> Qtr. – April 10 <sup>th</sup> 4 <sup>th</sup> Qtr. – July 10 <sup>th</sup>	DGS/PD Purchasing Authority Management Section	Review, tracking, and compliance of NCB transactions <a href="http://www.pd.dgs.ca.gov">www.pd.dgs.ca.gov</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section A, Topic 3
Data Center Interagency Agreement Quarterly Report	1 <sup>st</sup> Qtr. – October 10 <sup>th</sup> 2 <sup>nd</sup> Qtr. – January 10 <sup>th</sup> 3 <sup>rd</sup> Qtr. – April 10 <sup>th</sup> 4 <sup>th</sup> Qtr. – July 10 <sup>th</sup>	DGS/PD Purchasing Authority Management Section	Review tracking and compliance of DIA transactions  <a href="#">Click</a> here to access PAM, Chap. 12, Section A, Topic 2
Prescription Drugs Purchased Outside of the Prescription Drug Bulk Purchasing Program	1 <sup>st</sup> Qtr. – October 10 <sup>th</sup> 2 <sup>nd</sup> Qtr. – January 10 <sup>th</sup> 3 <sup>rd</sup> Qtr. – April 10 <sup>th</sup> 4 <sup>th</sup> Qtr. – July 10 <sup>th</sup>	DGS/PD Purchasing Authority Management Section	Review and tracking of prescription drugs purchased outside of the prescription drug bulk purchasing program.  <a href="#">Click</a> here to access PAM, Chap. 12, Section A, Topic 2
<b>Mid-Year Reporting</b>			
Contracting Activity Report (STD.810) for SB/MB/DVBE reporting	By Departments: February 1 <sup>st</sup> for current fiscal year period July 1 <sup>st</sup> – December 31 <sup>s</sup>	DGS/PD SB/DVBE Services Branch (Reports Coordinator)	Mid year statistical report on SB, MB & DVBE business participation <a href="http://www.documents.dgs.ca.gov/osp/pdf/std810.pdf">www.documents.dgs.ca.gov/osp/pdf/std810.pdf</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section B, Topic 2  <a href="#">Click</a> here to access Legislative report due dates, forms & Instructions.
<b>Annual Reporting</b>			
Contracting Activity Report (STD.810) for SB/MB/DVBE reporting  <u>and as applicable,</u>  SB or DVBE Improvement Plan(s)	By Departments: September 7 <sup>th</sup> for prior fiscal year period (SB/MB/DVBE Statistics) and SB or DVBE Improvement Plan  By Departments: January 1 <sup>st</sup> for prior fiscal year period including any applicable DVBE Improvement Plan.	DGS/PD SB/DVBE Services Branch (Reports Coordinator)  DGS/PD SB/DVBE Services Branch (Reports Coordinator) Governor (DVBE) Legislature (SB & DVBE) Veteran Affairs (DVBE)	Annual statistical report on SB, MB and DVBE business participation <a href="http://www.pd.dgs.ca.gov/smbus">www.pd.dgs.ca.gov/smbus</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section B, Topic 2  <a href="#">Click</a> here to access Legislative report due dates, forms & Instructions.
<b>Reporting suspended until January 2008</b> Ethnicity/Race/Gender and Minority/Women/DVBE Reporting	January 1 <sup>st</sup> (E/R/G & M/W/DVBE) July 1 <sup>st</sup> (M/W/DVBE)	Governor Legislature	<b>Department reporting suspended until January 2008 per AB 79 (Chapter 408, Statutes of 2004).</b> Statistical report on ethnicity, race and gender and minority, women and DVBE business owners awarded contracts. Voluntary participation by business owners to complete the ethnicity, race and gender statistical data sheet to compile the annual report <a href="http://www.documents.dgs.ca.gov/pd/sbop/ergowner.pdf">www.documents.dgs.ca.gov/pd/sbop/ergowner.pdf</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section B, Topic 1

Report Title	Report Due Date	Report Submitted To	Report Purpose and Internet site
<b>Annual Reporting</b>			
Consulting Services Contract Report	By Departments: September 24 <sup>th</sup> for prior fiscal year period	DGS/PD Reports Coordinator Legislature LAO DOF Auditor General 6 legislative committees	Identification of consulting services contracting for previous fiscal year <a href="http://www.documents.dgs.ca.gov/pd/sbop/consultrep.pdf">www.documents.dgs.ca.gov/pd/sbop/consultrep.pdf</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section B, Topic 5  <a href="#">Click</a> here to access Legislative report due dates, forms & Instructions.
	By DGS/PD: December 23 <sup>rd</sup> for prior fiscal year period	Legislature LAO DOF Auditor General 6 legislative committees	
Late Payment Penalties Paid during Prior Fiscal Year	September 30 <sup>th</sup> for prior fiscal year period	DGS/PS Prompt Payment Coordinator	Reporting on late payment penalties paid in preceding fiscal year <a href="http://www.pd.dgs.ca.gov">www.pd.dgs.ca.gov</a> <a href="#">Prompt Payment Program</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section B, Topic 6
<b>Reporting suspended until January 2008</b> State Agency Recycled Campaign Procurement Report	Departments: September 1 for prior fiscal year period  District Ag. Assoc.: March 1 for prior calendar year period	Integrated Waste Management Board	<b>Department reporting suspended until January 2008 per AB 79 (Chapter 408, Statutes of 2004).</b> Reporting on purchasing activities and dollars spent in 12-reportable categories for recycled content products <a href="http://www.ciwmb.ca.gov/BuyRecycled">www.ciwmb.ca.gov/BuyRecycled</a>  <a href="#">Click</a> here to access PAM, Chap. 12, Section B, Topic 7